

SAINT PAUL PARKS AND RECREATION
Policy and Procedures - All Parks and Recreation Facilities

NUMBER : DIV. 6.1.9
PLACEMENT: Risk Management

EFFECTIVE DATE: 12/16/2003
UPDATED: 1/2006

SUBJECT: SEVERE WEATHER POLICY

PURPOSE: To establish guidelines and procedures for how to handle extreme cold and heat/humid conditions in order to protect participants, spectators and staff.

SCOPE: The Division of Parks and Recreation retains the right to cancel or curtail activities due extreme weather conditions.

EXTREME COLD WEATHER PROCEDURES:

The following are procedures for extreme cold weather conditions.

All programs, special events, etc. can be canceled and facilities closed under the following conditions. Procedures under Section A apply to ALL COLD WEATHER CONDITIONS weather conditions.

SECTION A

Cold Weather-Reported Forecast Temperature of 25 degrees below zero (without a wind) OR any combination of wind and temperature that is 25 degrees below zero or colder.

This information can be obtained from the local weather channel.

1. All outside activities for Parks and Recreation will be canceled or postponed.
2. All buildings will remain open and staffed to answer the phone and to advise the public of closure and of the potential danger.
3. The facilities that are open will change the voice mail recording to assist with providing information to incoming callers who cannot immediately reach a staff person.

SECTION B

Icy or sleet weather conditions where activities/functions will be canceled or postponed.

1. When the Weather Bureau has issued travel warnings.
2. When visibility for road travel is severely limited.
3. Monitor WCCO radio for cancellations /announcements from Mayor's Office or Parks and Recreation Supervision.

SECTION C

Blizzard or other snow fall conditions that would significantly limit staff or participants ability to travel to the activity site, activities/special functions will be canceled or postponed.

1. When the Weather Bureau has issued travel warnings.
2. When visibility for road travel is severely limited.
3. Monitor WCCO radio for cancellations /announcements from Mayor's Office or Parks and Recreation.

SECTION D

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Notification of participant and the public.

1. Post message on facility phone voice mail.
2. Call participants in chronological order if they have a scheduled function.
3. Request an announcement by WCCO AM radio.
4. Post the closing notice on the front door window of each facility.

SECTION E

Decision to close can be made by:

1. Mayor or Designee
2. Director of Parks and Recreation
3. Section Manager

SECTION F

Staff should refer to the City's Adverse Weather Policy. This may be accessed at:

1. The City of St. Paul's web page:
2. If computer access is not available to you, contact the facility manager for a copy.

SECTION G

Share weather information, closings, etc. with other Parks and Recreation facilities.

EXTREME HEAT AND HUMID WEATHER CONDITIONS PROCEDURES:

The following are procedures for extreme heat and humid weather conditions.

The following are procedures for extreme and humid weather closings/accommodations.

All programs, special events, etc. can be canceled, facilities can be closed or work can be accommodated under the following conditions.

The Division of Parks and Recreation may require that activities be curtailed or canceled when the heat and humidity are such that participants in vigorous activity for prolonged periods could be dangerous. The Heat Index is an important consideration when assessing risk in hot and humid conditions. It is the temperature the body feels and is a measure of how humidity acts in conjunction with high temperatures to reduce the body's ability to cool itself. In computing the Heat Index, the chart assumes the person in the shade, at sea level and with a wind speed of 6mph. Exposure to direct sunlight can increase the Heat Index from 5-15 degrees.

When weather conditions present a threat to the safety of participants and spectators, the host school superintendent or his/her designee has the authority to postpone or suspend the contest.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

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Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity Vs air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give an estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

For cold weather closing, please see the National Weather Service Wind Chill Chart located in:
<http://www.crh.noaa.gov/bis/windchill.pdf>

For heat index information, please see the National Weather Service Heat Index Chart at

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Next Review Date: January 2007

Section Manager's Responsibilities	Supervisor's Responsibilities	Employee's Responsibilities
<p>Ensure all employees under his/her jurisdiction are aware of this policy and procedures.</p> <p>Ensure that supervisors in his/her section enforce this policy and procedures.</p>	<p>Advise the public to facility closings due to cold weather conditions.</p> <p>Ensure that employees follow this policy and procedures.</p> <p>Issue warnings or initiate disciplinary action as needed to ensure employee compliance.</p>	<p>Adhere to the policy.</p> <p>Follow the procedures.</p> <p>Ask for additional training if needed.</p>

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